United Nations ST/IC/2009/17

Secretariat

6 April 2009

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language proficiency examinations, September 2009**

1. The purpose of the present circular is to invite applications from staff members who wish to take the language proficiency examination in any of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish), in accordance with the provisions of administrative instruction ST/AI/1999/2, section 3.

2. The purpose of the examination is to test staff members' written and spoken knowledge of the language. Staff members who pass one or more examinations qualify for language-related incentives.

3. The examination consists of a written and an oral component. The schedule for the 2009 written examinations is as follows:

Tuesday, 1 September 2009

Chinese ..... 9 a.m. to 12.30 p.m.

English ..... 9 a.m. to 12.30 p.m.

Russian ..... 9 a.m. to 12.30 p.m.

Wednesday, 2 September 2009

Arabic ..... 9 a.m. to 12.30 p.m.

French ..... 9 a.m. to 12.30 p.m.

Spanish ..... 9 a.m. to 12.30 p.m.

Candidates are advised to arrive at least 30 minutes before the start of the examination in order to allow for sign-in procedures.

* Expiration date of the present information circular: 31 December 2009.

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4. The use of a dictionary or any other reference material will not be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers.

5. The examinations are open to staff members who:

(a) Were admitted to participate in a United Nations language course and have completed the highest level of that course;

(b) Have not completed a United Nations language course but can document that they possess an equivalent knowledge of the language in which they wish to be tested. They will be requested to provide full details about their language acquisition in their application.

6. All applications will be reviewed by the Board of Examiners, and applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

7. Staff members applying for the examination(s) may register by sending a completed application form (P.310) during the registration period (27 April-5 June) by internal e-mail to: Language Proficiency Examination In New York/NY/UNO or by external e-mail to: unlpeny@un.org by **no later than 5 June 2009**. Application forms are available through iSeek, under Quicklinks/Forms/Language.

8. Applications received after the above-mentioned deadline will **not** be considered. To the extent possible, applicants are strongly encouraged to submit their application as soon as possible. Incomplete applications will **not** be considered.

9. The location where each written examination will be held will be posted at a later stage, as follows:

- On the Language Proficiency Examinations website (www.un.org/exam/lpe)
- As an announcement on iSeek
- Outside the classrooms on the 2nd floor of the DC2 building

Candidates should check the Language Proficiency Examinations website (www.un.org/exam/lpe) for last-minute changes in room assignments.

10. The oral examination will consist of a 15-minute interview. Examinees will be given interview appointments at the time of the written examination, right before entering the examination room. Examinees will not be allowed to change interview appointments, except for compelling reasons.

11. Copies of sample examinations can be obtained at www.un.org/exam/lpe.